Job Title: City Prosecutor

Department: Legal

Immediate

Supervisor: City Attorney

Origination Date:	07/01/2001
Revision Date:	07/01/2012
Job Grade	612
FLSA Status	Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs all administrative and operational responsibilities associated with overseeing the prosecution of misdemeanor criminal cases, municipal code and zoning cases, and civil traffic cases in the City of Goodyear, Arizona.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Manages the City Prosecutor's Office; develops administrative and operational policies and procedures; sets guidelines for plea offers; represents the City in meetings; monitors case management.
2	S	Meets with court, police department, and code enforcement to eliminate or mitigate problems, delays, or issues in the criminal justice system; advises City departments, including police/code enforcement, of new laws, cases, and legal challenges, and conducts training for city departments to ensure proper investigation, documentation and presentation in City Court.
3	S	Directs resources of division; prepares and manages operating budgets; allocates resources; reviews expenditures; compiles statistics; identifies and justifies the need for additional resources and support.
4	S	Provides leadership promoting shared responsibility for misdemeanor prosecution work within the City of Goodyear. Supervises, directs, and coordinates the activities of staff including training and career growth; makes hiring and terminiation decisions; encourages and fosters teamwork and employee input for improving work processes; addresses employees concerns and problems; schedules work/case assignments; creates work responsibilities; counsels and disciplines staff; evaluates performance of staff and implements changes to improve efficiency and productivity of staff.

utors,
and peals,
retrial ation.
tional nents, views mpact ances; ponds to the
ce of cusses esses; ws.
s, and eated;
eracts tes in t case s and s are ictims
ewing s with
ns by iducts rights, proper ment.
legal dants' e plea
Chicker i Chestast Si - Cestast Here

JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education /	-
Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to
Kilowieuge	that which is acquired in a Masters degree-level of study, P.E., Legal
	degree, CPA, etc. Appropriate certification may be required.
Experience	Minimum five years experience in a related field.
Certifications and	Valid Driver's License, Graduate of Law School, Licensed to practice law
Other Requirements	in Arizona.
Reading	Work requires the ability to read legal statutes and ordinances, legal books,
	and memorandums.
Math	Work requires the ability to perform general math calculations such as
	addition, subtraction, multiplication and division.
Writing	Work requires the ability to write legal motions, appeals, special actions,
	and advisory memorandums.
Managerial	Complex - Work requires supervising and monitoring performance for a
	regular group of employees including providing input on hiring/disciplinary
	actions and work objectives/effectiveness, performance evaluations, and
	realigning work as needed. A first line supervisor typically performs these
D 11 /D 11	functions.
Policy/Decision	Moderate - The employee normally performs the duty assignments within
Making	broad parameters defined by general organizational requirements and
	accepted practices. End results determine effectiveness of job performance. This position independently decides how objectives are achieved and what
	resources are needed. Typical positions in this category are upper
	management to executive level jobs.
Budget Responsibility	Moderate - Has responsibility for final approval of at least one division
Buaget Responsionity	budget and presents the budget(s) to Senior Management. Is authorized to
	approve division budgeted expenditures for both staff and resources up to
	the amount that requires the approval of Senior Management.
Technical Skills	Broad Application - Work requires advanced skills and knowledge in
	approaches and systems, which affect the design and implementation of
	major programs, solutions for highly complex issues, and/or processes
	organization-wide. Independent judgment and decision-making abilities are
	necessary to apply technical skills effectively.
Interpersonal / Human	High - Interactions at this level typically result in recommendations
Relations Skills	regarding policy development, changes in policy, and implementation of
	policies. Interactions at this level are typically concerned with providing
	communications at higher levels of organizational operations and may
	utilize activities such as evaluating customer satisfaction, developing
	cooperative associations, and allocating resources to improve work
	operations, work quality, overall achievement of organizational goals and
	objectives, and customer satisfaction.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O ☑ F □ C	✓ Making presentations ✓ Observing work site ✓ Observing work duties ✓ Communicating with co-workers	Pushing/ Pulling	□ N ⊠ R □ O □ F □ C	 ☒ File drawers ☐ Equipment ☒ Tables and chairs ☐ Hoses
Fine Dexterity	□ N □ R □ O □ F ⊠ C	☑ Computer keyboard☑ Telephone keypad☑ Calculator☐ Calibrating equipment	Climbing	□ N □ R ⋈ O □ F □ C	☐ Stairs ☐ Ladders ☑ Step stools ☐ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	☒ To other departments/offices☒ Around work site	Vision	□ N □ R □ O □ F ⊠ C	☒ Reading☒ Computer screen☒ Driving☒ Observing work site
Lifting	□ N □ R □ O ⊠ F □ C	⊠ Supplies □ Equipment ⊠ Files	Foot Controls	□ N □ R ⊠ O □ F □ C	☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N □ R □ O ⊠ F □ C	⊠ Supplies □ Equipment ⊠ Files	Balancing	□ N □ R ⋈ O □ F □ C	☐ On ladders ☐ On equipment ☒ On step stools
Sitting	□ N □ R □ O ⊠ F □ C	☑ Desk work☑ Meetings☑ Driving	Bending	□ N □ R ☑ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☐ Making repairs
Reaching	□ N □ R □ O ⊠ F □ C	☒ For supplies☒ For files	Crouching	□ N □ R ⊠ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O ⊠ F □ C	⊠ Paperwork □ Monies	Hearing	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public☑ Listening to equipment
Kneeling	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground	Twisting	□ N □ R ⋈ O □ F □ C	☒ From computer to telephone☒ Getting inside vehicle
Crawling	□ N ⊠ R □ O □ F □ C	☑ Under equipment☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O ⋈ F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

Physical Demands (continue	ed)								
Machines, Tools, Equipmen	t and Work	Aids:							
Telephone, Fax, Label Maker, Exhibit l			o, Audio Playe	r, DVD Playe	er, VCF	<u> </u>			
	, 1		<u>, , , , , , , , , , , , , , , , , , , </u>	<u>, , , , , , , , , , , , , , , , , , , </u>					
Computer Equipment and S	Coftware:								
Personal Computer, Printer, Microsoft		137							
Tersonal Computer, Timter, Wicrosoft	Toducis, Westia	ıw							
Environmental Factors:									
Environmental Condition	ons	Never	Seasonally	Several T Per Mor		Several Ti Per Wee		Daily	
Extreme temperature	rom outsido	\boxtimes							
(heat, cold, extreme temp. changes for work)	ioni outside								
Wetness and/or humidity		×							
(bodily discomfort from moisture)		+ -	_	_					
Respiratory hazards (fumes, gases, chemicals, dust and dirt)		X							
Noise and vibration									
(sufficient to cause hearing loss)									
Physical hazards (high voltage, dangerous machinery prisoners, patients – <u>not customers</u>)	, aggressive					X			
Health and Safety Condition	1S:								
Health and Safety Conditions	N = Never	R = Rarel	y O = Oc	casionally	F=	Frequently	C =	Constantly	
	Never	Less than	1 1/3 o	r more of		n 1/3 to 2/3	2/3	or more of	
	occurs	hour per we	eek th	e time	of	the time	1	the time	
Mechanical hazards				<u> </u>		<u> </u>			
Chemical hazards Electrical hazards									
Fire hazards									
Explosives	×								
Communicable diseases				×				<u> </u>	
Physical danger or abuse				X					
Other (specify)									
Primary Work Location: ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhood ☐ Outdoors ☐ Other (Specify)	od Centers								
Protective Equipment Requ	ired:								

Job Demands

Overall Strength Demands:

Overall Strength Demands				
⊠ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.			
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.			
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.			
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.			
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.			

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	×			
Emergency Situations		×		
Frequent Change of Tasks	×			
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously	X			
Working Closely with Others as Part of a Team	X			
Tedious or Exacting Work	×			
Noisy/Distracting Environment		×		
Other (Describe below.)				

EXPECTED BEHAVIOR:

Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate ion teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees provide positive feedback
- Be visionary anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees

- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Tob Title of Department Director	Signature of Department Director	Date
ents:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.